

<b>DEPARTMENT OF DEFENSE</b> <b>CONTRACT SECURITY CLASSIFICATION SPECIFICATION</b> <i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)</i>				<b>1. CLEARANCE AND SAFEGUARDING</b> a. FACILITY CLEARANCE REQUIRED <div style="text-align: center;"><b>SECRET</b></div> b. LEVEL OF SAFEGUARDING REQUIRED <div style="text-align: center;"><b>SECRET</b></div>																																																																																					
<b>2. THIS SPECIFICATION IS FOR: (X and complete as applicable)</b>				<b>3. THIS SPECIFICATION IS: (X and complete as applicable)</b>																																																																																					
X a. PRIME CONTRACT NUMBER <div style="text-align: center;">FA8614-04-C-2004      EXP DTD: 30 Sep 2011</div>		X a. ORIGINAL (Complete date in all cases) <div style="text-align: right;">DATE (YYYYMMDD) 20030905</div>		b. SUBCONTRACT NUMBER 																																																																																					
c. SOLICITATION OR OTHER NUMBER 		b. REVISED (Supersedes all previous specs) <div style="text-align: right;">REVISION NO. DATE (YYYYMMDD)</div>		c. FINAL (Complete Item 5 in all cases) <div style="text-align: right;">DATE (YYYYMMDD)</div>																																																																																					
<b>4. IS THIS A FOLLOW-ON CONTRACT?</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO. If Yes, complete the following: Classified material received or generated under <div style="text-align: center;">F33657-01-C-2002</div> (Preceding Contract Number) is transferred to this follow-on contract.																																																																																									
<b>5. IS THIS A FINAL DD FORM 254?</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes, complete the following: In response to the contractor's request dated _____, retention of the classified material is authorized for the period of _____.																																																																																									
<b>6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)</b>																																																																																									
a. NAME, ADDRESS, AND ZIP CODE McDONNELL DOUGLAS CORPORATION WHOLLY OWNED SUBSIDIARY OF THE BOEING COMPANY 2401 EAST WARDLOW AVE LONG BEACH, CA 90807-4418		b. CAGE CODE <div style="text-align: center;">88277</div>		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) DEFENSE SECURITY SERVICE (DSS) ONE WORLD TRADE CENTER SUITE 622 LONG BEACH, CA 90831-0622																																																																																					
<b>7. SUBCONTRACTOR</b>																																																																																									
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<b>8. ACTUAL PERFORMANCE</b>																																																																																									
a. LOCATION N/A		b. CAGE CODE N/A		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) N/A																																																																																					
<b>9. GENERAL IDENTIFICATION OF THIS PROCUREMENT</b> <div style="text-align: center;">C-17 Flexible Sustainment, FY04 through FY11</div>																																																																																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;"><b>10. CONTRACTOR WILL REQUIRE ACCESS TO:</b></td> <td style="width: 10%; text-align: center;">YES</td> <td style="width: 10%; text-align: center;">NO</td> <td style="width: 40%;"><b>11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:</b></td> <td style="width: 10%; text-align: center;">YES</td> <td style="width: 10%; text-align: center;">NO</td> </tr> <tr> <td>a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>b. 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12. **PUBLIC RELEASE.** Any information (class. J or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release ☐ Direct ☒ Through (Specify)

ASC/PA, Wright-Patterson AFB, OH 45433-6503

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)\* for review.  
\*In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

13. **SECURITY GUIDANCE.** The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

The National Industrial Security Program Operating Manual (NISPOM) January 1995 applies to this contract.

a. Ref Blk 10a/11h: COMSEC/Cryptologic Safeguarding requirements apply. See NSA Industrial COMSEC Manual (NSA Manual 90-1), October 2001 for details

b. Ref Blk 10c: CNWDI Briefing required prior to granting access. See NISPOM Chapter 9 for details.

c. Ref Blk 10e(2): Contractor will require access to intelligence information and must comply with AFI 14-303/AFMC Supplement 1. The Contract Monitor has determined that disclosure does not create an unfair competitive advantage for the contractor or a conflict of interest with the contractor's obligation to protect the information and will submit the AFMC Form 210 to the ASC SIO (ASC/IN) for approval prior to granting access.

d. Ref Blk 10g: NATO briefing required prior to granting access: See NISPOM Chapter 10 for details.

e. Ref Blk 10j: For Official Use Only (FOUO) applies. See addendum

f. Ref Blk 11c: Any classified information generated in the performance of this contract shall require the contractor to apply derivative classification and markings consistent with the source material, or be governed by the current version of following Security Classification Guide(s)(SCG): C-17 Program SCG, 1 Sep 97, Letter Change #2, 13 Aug 2001, OPR ASC/YC WPAFB OH. Special Considerations Apply. See Addendum. SCG will be provided under separate cover.

1. AN/AAR-4, Missile Warning Set Security Classification Guide, PMA 253, OPR: USN

2. Electromagnetic Countermeasures Dispensers and Expendables (Infrared decoys) SCG, 14 Apr 97, OPR: ASC/SMNW, WPAFB OH.

3. NAVSTAR Global Positioning System (GPS) SCG, 1 Aug 97, OPR - AFSPC/DOOS, Peterson AFB CO 80914-4200,

4. Large Aircraft Infrared Countermeasures (LAIRCM) SCG, 30 Jun 00, Revised 30 Aug 02, OPR: ASC/GRI, WPAFB OH.

g. Program Manager: Maj Charles W. Darnell, ASC/YCL, WPAFB OH, 255-1079.

### SEE CONTINUATION SHEET

Coordinated (via email) by LtCol Barbara E. Furyk-Olson, ASC/IN, (937) 255-8108 on 9 Sep 03 (sjs)

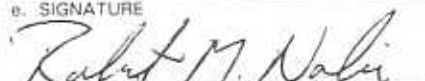
14. **ADDITIONAL SECURITY REQUIREMENTS.** Requirements, in addition to ISM requirements, are established for this contract. ☒ Yes ☐ No  
(If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.)

b. Ref Blk 11j: OPSEC Requirements apply. CIs will be provided to contractor under separate cover and updated as required.

15. **INSPECTIONS.** Elements of this contract are outside the inspection responsibility of the cognizant security office. ☒ Yes ☐ No  
(If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)

Ref Blk 11i: Contractor performance will occur on Government installations. Defense Security Service is relieved of all inspection responsibilities for contractor performance on the installations. The Servicing Security Activities at each base, 95 SFS/SFAS, Edward AFB CA; 437th SFS/SFIR, Charleston AFB SC; 375 SFS/SFA, Scott AFB IL; 78th SFS/SFA, Robins AFB GA; 172nd SFS/CSP, Jackson MS; 374 SFS/SFAI, Yokota; 97th SFS/SFO, Altus OK; 62nd SFS/SFA, McCord AFB WA; DASC/DD, Defense Logistics Agency, Ft Belvoir, VA; 95 SFA/SFAI, Edward AFB CA (See Continuation Sheet).

16. **CERTIFICATION AND SIGNATURE.** Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL	b. TITLE	c. TELEPHONE (Include Area Code)
ROBERT M. NOLIN	Contracting Officer	(937) 255-1749
d. ADDRESS (Include Zip Code)	17. REQUIRED DISTRIBUTION	
ASC/YCKB	<input checked="" type="checkbox"/> a. CONTRACTOR	
BLDG 558, ROOM 13, LOOP RD WEST	<input checked="" type="checkbox"/> b. SUBCONTRACTOR	
Wright-Patterson AFB, OH 45433-7233	<input checked="" type="checkbox"/> c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR	
e. SIGNATURE	<input checked="" type="checkbox"/> d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION	
	<input checked="" type="checkbox"/> e. ADMINISTRATIVE CONTRACTING OFFICER	
	<input checked="" type="checkbox"/> f. OTHERS AS NECESSARY	

# DD FORM 254 CONTINUATION SHEET

## #FA8614-04-C-2004

BLOCK 13 Continued:

h. Ref Blk 11d: This contractor is required to provide adequate and approved storage for classified hardware or material to the level of SECRET which because of size or quantity cannot be safeguarded in an approved storage container."

i. Ref Blk 11i: EMSEC requirements apply. See addendum.

j. Ref Blk 11k: DCS address is HQ Defense Courier Service, 830 Chisholm Ave, Ft Meade MD, 20755.

k. Ref Blk 15: Contract Monitor: Robert M. Nolin, ASC/YCKB, (937) 255-1749.

l. Ref Blk 11l: The Notification of Government Security and Visitor Group Security Agreement Clause applies. See Contract Clause in Section 1 for details

The security police units listed below will maintain security cognizance.

437<sup>th</sup> SFS/SFIR  
105 S Graves Ave  
Charleston AFB SC 29404

97<sup>th</sup> SFS/SFO  
111 N Sixth St  
Altus AFB OK 73523-5009

375<sup>th</sup> SFS/SFA  
201 W Winters  
Scott AFB IL 62225-5361

78<sup>th</sup> SFS/SFA  
350 Peacekeeper Way  
Robins AFB GA 31098

62<sup>nd</sup> SFS/SFA  
McCord AFB WA 98438

172<sup>nd</sup> SFS/CSP  
Allen C Thompson Field  
141 Military Dr, Bldg 304  
Jackson MS 39208-8876

Defense Logistics Agency  
DASC/DD  
8725 John J Kingman Rd, Suite 0119  
Fort Belvoir VA 22060-6220

Yokota  
374 SFS/SFAI  
APO AP 96328

Edwards  
95 SFA/SFAI  
105 E Yeager Blvd  
Edwards AFB CA 93524

Mildenhall  
100 SFS/SFAI  
APO AE 09459

Lajes Field  
65 SFS/SFAI  
APO AE 09720

RAMSTEIN  
86 SFS/SFAI  
APO AE 09094

INCIRLIK  
39 SFS/SFAI  
APO AE 09824

ANDERSEN  
36 SFS/SFAI  
APO AP 96328

KADENA  
18 SFS/SFAI  
APO AP 96368

ROTA AND RHEIN MAIN FALL UNDER AVIANO  
31 SFS/SFAI  
APO AE 09604

60 SFS/SFAI  
510 Airlift Dr  
Travis AFB CA 94535

3 SFS/SFAI  
8517 20<sup>th</sup> St  
Elmendorf AFB AK 99506

436 SFS/SFAI  
Bldg 910 Arnold Dr  
Dover AFB DE 19901

305 SFS/SFAI  
Bldg 1738 E Arnold Dr  
McGuire AFB NJ 08641

452 SFS/SFA  
2035 Graeber St, Suite 16  
March AFB CA 92518-1656

15<sup>th</sup> SFS/SFAI  
505 Hanger Ave Bldg 1012  
Hickam AFB HI 96853

ACO Address: Defense Contract Management Agency (DCMA)  
2401 East Wardlow Road  
Long Beach, CA 90807-4418

1. Ref Blk 17f: (DISTRIBUTION): 88 SFS/SFAS, ASC/YCL

**ADDENDUM TO DD FORM 254 (Block 10j)**  
**FOR OFFICIAL USE ONLY (FOUO)**  
*(Reference DoD Regulation 5400.7/Air Force Supplement, 22 July 1999)*

1. **GENERAL:** FOUO is information that has not been given a security classification pursuant to the criteria of an Executive Order, but which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more of the Freedom of Information Act (FOIA) exemptions 2 through 9. Additional information on FOUO may be obtained by contacting the User Agency. FOUO is assigned to information at the time it is created in a DoD Agency or derivatively as instructed in a Security Classification Guide.

2. **MARKING:**

a. FOUO information received (**released by a DoD component**) should contain the following marking, when received: ***THIS DOCUMENT CONTAINS INFORMATION EXEMPT FROM MANDATORY DISCLOSURE UNDER FOIA. EXEMPTION(S) \_\_\_\_\_ APPLIES/APPLY.***

b. Mark an unclassified document containing FOUO information "FOR OFFICIAL USE ONLY" at the bottom of each page containing FOUO information and on the bottom of the front page or front cover (if any) and on the back of the last page and on the back cover (if any). Each paragraph containing FOUO information shall be marked as such.

c. Within a classified document, an individual page that contains both FOUO and classified information shall be marked at the top and bottom with the highest security classification of information appearing on the page. Individual paragraphs shall be marked at the appropriate classification level, as well as unclassified or FOUO, as appropriate. An individual page that contains FOUO information but no classified information shall be marked "FOR OFFICIAL USE ONLY" at the top and bottom of the page, as well as each paragraph that contains FOUO information. NOTE: For "production efficiency" the entire document may be marked top and bottom with the highest level of classification contained within it, as long as every paragraph is marked to reflect the specific classification of the information it contains.

d. Mark other records, such as computer print outs, photographs, films, tapes, or slides "FOR OFFICIAL USE ONLY" so that the receiver or viewer knows the record contains FOUO information.

e. Mark each part of a message that contains FOUO information. Unclassified messages containing FOUO information must show the abbreviation "FOUO" before the text begins.

3. **DISSEMINATION:** FOUO may be disseminated between officials of DoD Components, DoD contractors, consultants and grantees to conduct official business for DoD. Recipients shall be made aware of the status of such information and transmission shall be by means that preclude unauthorized public disclosure.

4. **TRANSMISSION:** FOUO information shall be transmitted in a manner that prevents disclosure of the contents. When not commingled with classified information, it may be sent via first-class mail or parcel post. Bulky shipments, i.e. testing materials, that otherwise qualify under postal regulations, may be sent by fourth-class mail. FOUO information may also be sent over facsimile equipment; however, when deciding whether to use this means, balance the sensitivity of the records against the risk of disclosure. Consider the location of sending and receiving machines and ensure authorized personnel are available to receive the FOUO information as soon as it is transmitted. Transmittal documents shall call attention to the presence of FOUO attachments. FOUO information may also be sent via e-mail, if it is sent via a system that will prevent unintentional or unauthorized disclosure.

5. **STORAGE:** To safeguard FOR OFFICIAL USE ONLY records during normal duty hours, place them in an out-of-sight location if your work area is accessible to persons who do not have a valid need for the information. After normal duty hours, store FOUO records to prevent unauthorized access. File them with other unclassified records in unlocked files or desks when normal internal building security is provided. When there is no internal building security, locked buildings or rooms normally provide adequate after-hours protection. If such protection is not considered adequate, FOUO material shall be stored in locked containers such as file cabinets, desks, or bookcases. *Expenditure of funds for security containers or closed areas solely for the protection of FOUO data is prohibited.*

6. **DESTRUCTION:** When no longer needed, FOUO information shall be disposed of by any method that will preclude its disclosure to unauthorized individuals.

Effective 12 February 2002



**ADDENDUM TO DD FORM 254 (Block 11c)**  
**SPECIAL CONSIDERATIONS**  
**(AFMAN 33-214V EXTRACT)**

**3.4. Special Items.** People may innocently introduce other radio devices, such as pagers, hand-held portable transceiver radios, cellular telephones, cordless telephones, and cordless microphones into the area processing classified information with disastrous results. Also, alarm systems may use radio transmitters to alert remotely located security or fire-fighting teams.

**3.4.1. Hand-Held Radios.** These countermeasures are required. Hand-held radio transceivers used with intrabase radios and land mobile radios deserve special consideration because of their unique operational applications. A person may carry these devices into an area where classified information is processed. If the person carrying such a device works in the facility, either turn off the device and use the telephone or separate it 2 meters from classified processors: no transmissions are allowed. If the person carrying the device is a short-term visitor, it is not necessary to turn off the radio because the visitor usually moves about in the facility. Infrequent transmissions are allowed, but only for short durations.

**3.4.2. Beepers and Pagers.** These countermeasures are required. Beepers and pagers deserve special consideration because of their unique operational applications. A person may carry these devices into an area where classified information is processed. If the person carrying such a device works in the facility, either turn off the device and use the telephone or keep the device 2 meters from classified processors. If the person carrying the device is a short-term visitor, it is not necessary to turn off the device because the visitor usually moves about in the facility. If the device has a transmit capability, follow the instructions for hand-held radios.

**3.4.3. Alarm Systems.** These countermeasures are required. The mode of operation of alarm systems radio frequency transmitters will determine their treatment. Any such transmitter with a continuous transmit mode or a high duty cycle (transmits most of the time) must meet the same separation requirements as all other fixed transmitters; follow the applicable guidance in paragraph 3.3. If they do not meet these requirements, exclude them from operating in the classified information processing area. Low duty cycle (transmits short bursts infrequently) systems are not considered hazards and require no special treatment.

**3.4.4. Cellular Telephones.** These countermeasures are required. When a cellular telephone is used as an operational necessity separate it 5 meters from RED equipment. When the cellular telephone is a personal asset, its use is prohibited. Disable the unit from receiving calls or separate it 10 meters from RED processors. Cellular telephones are excluded from operating within 10 meters of the classified information processing area when the facility is located outside the United States.

**3.4.5. Cordless Telephones.** These countermeasures are required. When a radio frequency cordless telephone is used as an operational necessity, separate it 5 meters from RED equipment. When the cordless telephone is a personal asset, its use is prohibited. Disable the personal cordless telephone from receiving calls or separate it 10 meters from RED processors. There are no separation requirements for infrared cordless telephones. Cordless telephones are excluded from operating within 10 meters of the classified information processing area when the facility is located outside the United States.

**3.4.6. Cordless Microphones.**

**3.4.6.1. Radio Frequency Cordless Microphones.** These countermeasures are required. When a radio frequency cordless microphone, encrypted or unencrypted, is used for briefing either classified information or unclassified information, separate it 10 meters from RED equipment. Using unencrypted radio frequency cordless microphones for classified briefings is prohibited.

**3.4.6.2. Infrared Cordless Microphones.** These countermeasures are required. Using an infrared cordless microphone for briefing classified information requires blocking the line of sight to a possible place where an adversary could detect the infrared emanations. Do not forget that smooth or shiny surfaces cause infrared signals to be reflected. The best solution is to use a closed room, keeping the doors closed and covering the windows with drapes.

**3.4.7. Cordless Accessories.** These countermeasures are required. When a radio frequency cordless accessory such as a keyboard or a mouse is used, separate it 5 meters from RED equipment. Radio frequency cordless accessories cannot be used to process classified information unless encrypted.

**3.4.8 Wireless Local Area Networks (LAN).** These countermeasures are required. When a radio frequency wireless LAN is used, separate the transmitter and receiver units 5 meters from RED equipment.

**3.4.9 Infrared LANs.** These countermeasures are required. An infrared LAN processing classified information requires blocking the line of sight to a possible place where an adversary could detect the infrared emanations. Do not forget that smooth or shiny surfaces cause infrared signals to be reflected. The best solution is to use a closed room, keeping the doors closed and covering the windows with drapes.

**3.4.10 Infrared Devices.** These countermeasures are required. Infrared devices not covered by any subparagraph of paragraph 3.4 requires blocking the line of sight to a possible place where an adversary could detect the infrared emanations. Do not forget that smooth or shiny surfaces cause infrared signals to be reflected. The best solution is to use a closed room, keeping the doors closed and covering the windows with drapes.

NOTE: If guidance in paragraph 3.3 on Alarm signals is needed, please contact the Program Manager/Contract Monitor to obtain.

Effective 9 April 2002

**ADDENDUM TO DD FORM 254 (Block 11i)**  
**EMISSION SECURITY (EMSEC) REQUIREMENTS**  
**(FORMERLY TEMPEST REQUIREMENTS)**

**EMISSIONS SECURITY ASSESSMENT REQUEST (ESAR)**

**FOR ALL CLASSIFIED SYSTEMS**

1. The contractor shall ensure that compromising emanations (EMSEC) conditions related to this contract are minimized.
2. The contractor shall provide countermeasure assessment data to the Contracting Officer (CO), **in accordance with Chapter 8 of the NISPOM**, in the form of an ESAR. The ESAR shall provide only specific responses to the data required in paragraph 3 below. The contractor's standard security plan shall **NOT** be used as a "stand-alone" ESAR response. The contractor shall **NOT** submit a detailed facility analysis/assessment. The ESAR information will be used to complete an EMSEC Countermeasures Assessment Review of the contractor's facility to be performed by the government EMSEC authority using current Air Force EMSEC directives. EMSEC is applied on a case-by-case basis and further information may be required to complete the review. The contractor shall provide this information to the CO when requested. After the evaluation of the ESAR by the government EMSEC authority, additional EMSEC requirements may be necessary. When changes to the information required in paragraph 3 below occurs (including, but not limited to, relocation, additions, or deletions of equipment from the original approved room), the contractors shall notify the CO of these changes. Upon request, the contractor shall submit to the CO a new ESAR, identifying the new configuration at least 30 days before the change occurs. The contractor shall **NOT** commence processing with the new configuration until receiving, as a minimum, interim approval from the CO.
3. \*ESAR contents shall include, as a minimum, the following information:
  - a. The specific classification and special categories of material to be processed/handled by electronic means. Include percentage of each classification level used including unclassified (i.e., 5% Top Secret, 10% Secret/SAR, 25% Secret, 60% Unclassified).
  - b. The specific location (complete address, building/room number, or office) where classified processing will be performed. Include identification of any other contractor/company located within 200 meters of the facility.
  - c. Attach a copy of the Defense Investigative Service (DIS) Form 147 to validate physical security and approved storage level of the facility.
  - d. Provide the name, title, and telephone number (commercial and/or DSN) of a point of contact at the facility where processing will occur.
4. The prime contractor shall ensure that all subcontractors and/or vendors comply with EMSEC requirements when performing classified processing related to this contract. The subcontractor will provide the above documentation through their prime to the CO to complete the ESAR.
5. **In addition** to the information required for all classified systems, the following will be required for **Top Secret** processing:
  - a. Identify the radius (in meters) of the physical control space available around the system, equipment, or facility. Describe the barriers, doors, fences, walls, etc that define the area. Describe the control exercised over the area during duty and nonduty hours. Describe other factors, which contribute to control (i.e., visitor procedures, escort requirements, searches of personnel and/or vehicles, etc).
  - b. Identify the type and location (relative to the classified system) of any unfiltered/telephone or communication lines, shielded or unshielded twisted pair cables or fiber, underground or unfiltered power lines, conduit, heating and air conditioning ducts, water pipes, etc, that transgress the established controlled area.
  - c. Describe the building in which the classified system(s) is housed, i.e., concrete block outer walls, 2" X 4" and single ply gypsum board inner walls, true floor to true ceiling walls, metallic (steel) or solid wood doors, windows (if there are windows, describe the type of coverings on them), etc.
  - d. Diagrams and/or drawings would be extremely helpful.
6. Additional information may be requested upon review of the documentation provided.

**\*NOTE: A copy of your Automated Information System Security Plan(s) (AISSP) will suffice.**

Effective 18 July 2002

# **ADDENDUM TO DD FORM 254 (Block 11L)** **NOTIFICATION OF SERVICING SECURITY ACTIVITY**

1...Thirty days **before** the date Contractor operations will begin on the Government Installation, the Contractor shall provide each Servicing Security Activity the following information:

437<sup>th</sup> SFS/SFIR  
 105 S Graves Ave  
 Charleston AFB SC 29404

97<sup>th</sup> SFS/SFO  
 111 N Sixth St  
 Altus AFB OK 73523-5009

375<sup>th</sup> SFS/SFA  
 201 W Winters  
 Scott AFB IL 62225-5361

78<sup>th</sup> SFS/SFA  
 350 Peacekeeper Way  
 Robins AFB GA 31098

62<sup>nd</sup> SFS/SFA  
 McCord AFB WA 98438

172<sup>nd</sup> SFS/CSP  
 Allen C Thompson Field  
 141 Military Dr, Bldg 304  
 Jackson MS 39208-8876

Defense Logistics Agency  
 DASC/DD  
 8725 John J Kingman Rd, Suite 0119  
 Fort Belvoir VA 22060-6220

Yokota  
 374 SFS/SFAI  
 APO AP 96328

Edwards  
 95 SFA/SFAI  
 105 E Yeager Blvd  
 Edwards AFB CA 93524

Mildenhall  
 100 SFS/SFAI  
 APO AE 09459

Lajes Field  
 65 SFS/SFAI  
 APO AE 09720

RAMSTEIN  
 86 SFS/SFAI  
 APO AE 09094

INCIRLIK  
 39 SFS/SFAI  
 APO AE 09824

ANDERSEN  
 36 SFS/SFAI  
 APO AP 96328

KADENA  
 18 SFS/SFAI  
 APO AP 96368

ROTA AND RHEIN MAIN FALL UNDER AVIANO  
 31 SFS/SFAI  
 APO AE 09604

60 SFS/SFAI  
 510 Airlift Dr  
 Travis AFB CA 94535

3 SFS/SFAI  
 8517 20<sup>th</sup> St  
 Elmendorf AFB AK 99506

436 SFS/SFAI  
 Bldg 910 Arnold Dr  
 Dover AFB DE 19901

305 SFS/SFAI  
 Bldg 1738 E Arnold Dr  
 McGuire AFB NJ 08641

452 SFS/SFA  
 2035 Graeber St, Suite 16  
 March AFB CA 92518-1656

15<sup>th</sup> SFS/SFAI  
 505 Hanger Ave Bldg 1012  
 Hickam AFB HI 96853

a. The name, address, and telephone number of your company's Facility Security Officer and your designated on-site security representative;

b. The contract number and military contracting command;



- c. The highest classification category of defense information to which Contractor employees will have access;
  - d. The date Contractor operations will begin on the installation;
  - e. The estimated completion date of operations on the installation;
2. This requirement is in **addition** to visit request notification procedures contained in DoD 5220.22M, National Industrial Security Program Operating Manual, Chapter 6.

Effective 12 February 2002

ADDENDUM TO DD FORM 254 (Block 11i)  
EMISSION SECURITY (EMSEC) REQUIREMENTS  
(FORMERLY TEMPEST REQUIREMENTS)

EMISSIONS SECURITY ASSESSMENT REQUEST (ESAR)

FOR ALL CLASSIFIED SYSTEMS:

1. The contractor shall ensure that compromising emanations (EMSEC) conditions related to this contract are minimized.
2. The contractor shall provide countermeasure assessment data to the Contracting Officer (CO), **in accordance with Chapter 8 of the NISPOM**, in the form of an ESAR. The ESAR shall provide only specific responses to the data required in paragraph 3 below. The contractor's standard security plan shall **NOT** be used as a "stand-alone" ESAR response. The contractor shall **NOT** submit a detailed facility analysis/assessment. The ESAR information will be used to complete an EMSEC Countermeasures Assessment Review of the contractor's facility to be performed by the government EMSEC authority using current Air Force EMSEC directives. EMSEC is applied on a case-by-case basis and further information may be required to complete the review. The contractor shall provide this information to the CO when requested. After the evaluation of the ESAR by the government EMSEC authority, additional EMSEC requirements may be necessary. When changes to the information required in paragraph 3 below occurs (including, but not limited to, relocation, additions, or deletions of equipment from the original approved room), the contractors shall notify the CO of these changes. Upon request, the contractor shall submit to the CO a new ESAR, identifying the new configuration at least 30 days before the change occurs. The contractor shall **NOT** commence processing with the new configuration until receiving, as a minimum, interim approval from the CO.
3. \*ESAR contents shall include, as a minimum, the following information:
  - a. The specific classification and special categories of material to be processed/handled by electronic means. Include percentage of each classification level used including unclassified (i.e., 5% Top Secret, 10% Secret/SAR, 25% Secret, 60% Unclassified).
  - b. The specific location (complete address, building/room number, or office) where classified processing will be performed. Include identification of any other contractor/company located within 200 meters of the facility.
  - c. Attach a copy of the Defense Investigative Service (DIS) Form 147 to validate physical security and approved storage level of the facility.
  - d. Provide the name, title, and telephone number (commercial and/or DSN) of a point of contact at the facility where processing will occur.
4. The prime contractor shall ensure that all subcontractors and/or vendors comply with EMSEC requirements when performing classified processing related to this contract. The subcontractor will provide the above documentation through their prime to the CO to complete the ESAR.

**\*NOTE: A copy of your Automated Information System Security Plan(s) (AISSP) will suffice.**

Effective 18 July 2002